

APLAHealth



APLA Health's mission is to achieve health care equity and promote well-being for the LGBT and other underserved communities and people living with and affected by HIV. We are a nonprofit, federally qualified health center serving more than 14,000 people annually. We provide 20 different services from 15 locations throughout Los Angeles County, including: medical, dental, and behavioral health care; PrEP counseling and management; health education and HIV prevention; and STD screening and treatment. For people living with HIV, we offer housing support; benefits counseling; home health care; and the Vance North Necessities of Life Program food pantries; among several other critically needed services. Additionally, we are leaders in advocating for policy and legislation that positively impacts the LGBT and HIV communities, provide capacity-building assistance to health departments across the country, and conduct community-based research on issues affecting the communities we serve. For more information, please visit us at aplahealth.org.

We offer great benefits, competitive pay, and great working environment!

We offer:

- *Medical Insurance*
- *Dental Insurance (no cost for employee)*
- *Vision Insurance (no cost for employee)*
- *Long Term Disability*
- *Group Term Life and AD&D Insurance*
- *Employee Assistance Program*
- *Flexible Spending Accounts*
- *12 Paid Holidays*
- *3 Personal Days*
- *10 Vacation Days*
- *12 Sick Days*
- *Metro reimbursement or free parking*
- *Employer Matched 403b Retirement Plan*

This is a great opportunity to make a difference!

This position will pay \$24.47 - \$29.48. Salary is commensurate with experience.

POSITION SUMMARY:

Under the direction of the Program Manager of Care Coordination Services, coordinate program strategies to engage HIV+ MSM to increase the self-efficacy to navigate the healthcare system to ensure access to timely and appropriate care and improve health outcomes. The Program Coordinator further provides non-medical case management to the West Hollywood Community members.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop, coordinate, and implement outreach activities.
 - Coordinate data collection and reporting used for monthly reports.
 - Identify community leaders and key informants to serve as social network contacts.
 - Complete monthly reports as required by the Options contract.
 - Implement the core concepts and key components of the Options intervention.
 - Manage program supplies and purchase supplies as needed for distribution to clients.
 - Develop level curricula and facilitate group-level workshops.
 - Chart client progress and reporting through data entry and maintain client files according to program protocols.
 - Follow up with providers and clients to assess whether a referral was successful.
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- Assure client confidentiality as defined by HIPPA and APLA Health policy and procedures.
 - Participate in program quality management processes
 - Attend community meetings to promote APLA Health programs and encourage client referrals.
 - Participate in events that promote APLA Health's services.
 - Attend regularly scheduled in-service to increase knowledge of resources that facilitate appropriate and relevant referrals.
 - Provide non-medical case management to West Hollywood Community Members.
 - Complete quarterly reports for the West Hollywood program.
 - Attend trainings to enhance knowledge and skills to promote client engagement and retention skills.
 - Develop outreach materials (brochures, media articles, etc.) to inform the public about APLA Health's services.
 - Strictly adhere to HIPAA guidelines and regulations to protect patient rights and confidentiality of protected health information (PHI), including, but not limited to, personal and financial information.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

REQUIREMENTS:

Training and Experience:

Possess a Bachelor's degree from an accredited institution and experience working in HIV services with a minimum of three (3) years' experience working in HIV or a related field of health services. Experience implementing program activities, data collection and knowledge of HIV-related treatments; experience with patient records and files and working with gay and non-gay identified MSM; experience working with physicians, in the healthcare system and with community-based organizations and clinics. Experience in a nonprofit environment preferred; specific training/experience with HIV-related issues, homelessness, mental illness and substance-using individuals preferred.

Bilingual English/Spanish preferred.

Knowledge of:

HIV care, treatment and prevention service delivery system; HIV pathogenesis, symptoms, approved HIV treatments and clinical trials; co-morbidities, such as viral hepatitis, TB and other related diseases; HIV-related research procedures and structures; program evaluation; epidemiology of HIV transmission and general epidemiological tools; HIV testing; HIV risk-reduction techniques; health behavior theories and models; health literacy; cultural competency; and communities most impacted by HIV.

Ability to:

Explain scientific information in simple terms, both verbally and in writing; participate as an effective member of a large service organization; demonstrate non-judgment and compassion towards people, with an emphasis on providing them with the tools necessary to increase positive health outcomes; maintain confidentiality of clients; work in the field with minimal supervision; when necessary, advocate for the rights of clients in medical settings; demonstrate excellent written and verbal communication skills; and operate standard office equipment; perform word processing and data entry tasks on a personal computer; and meet assigned deadlines.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This position is a blend of working in the field to meet with clients and an office position that requires only occasional bending, reaching, stooping, lifting and moving of office materials weighing 25 pounds or less. The position requires daily use of a personal computer and requires entering, viewing, and revising text and graphics on the computer terminal and on paper.

SPECIAL REQUIREMENTS:

Must possess a valid California driver's license; proof of auto liability insurance; and have the use of a personal vehicle for work related purposes. This position requires local travel within Los Angeles County to meet with clients. When needed, the position may require out-of-town travel to national conferences addressing HIV prevention and/or engagement in care.

COVID-19 vaccination is required and APLA Health will consider accommodations for medical- and religious-based reasons.

Equal Opportunity Employer: minority/female/disability/transgender/veteran.

To Apply:

Visit our website at www.aplahealth.org to apply or click the link below:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=97171&clientkey=A5559163F67395E0A2585D2135F98806>